

## INVITATION FOR BIDS (IFB)

### SECTION B: CONTRACT TYPE, SUPPLIES OR SERVICES AND PRICE/COST

**B.1** The District of Columbia Retirement Board (“Board”) is seeking a vendor to provide qualified temporary Human Resources/Data Technicians to review and enter human resource information into the PeopleSoft System.

**B.2** The Board contemplates award of a firm fixed price contract.

#### **B.3 Price Schedule**

##### **B.3.1 Base Period (Six Months)**

<b>Contract Line Item No. (CLIN)</b>	<b>Item Description</b>	<b>Price Per Unit</b>	<b>Estimated Quantity</b>	<b>Total Estimated Price</b>
<b>CLIN 0001</b>	<b>Human Resources/Data Technician</b>	<b>\$_____ per Hour</b>	<b>4</b>	<b>\$_____</b>
<b>Grand Total for B.3.1</b>				<b>\$_____</b>

##### **B.3.2 Option Period One (Six Months)**

<b>Contract Line Item No. (CLIN)</b>	<b>Item Description</b>	<b>Price Per Unit</b>	<b>Estimated Quantity</b>	<b>Total Estimated Price</b>
<b>CLIN 0001</b>	<b>Human Resources/Data Technician</b>	<b>\$_____ per Hour</b>	<b>4</b>	<b>\$_____</b>
<b>Grand Total for B.3.2</b>				<b>\$_____</b>

### B.3.3 Option Period Two (Six Months)

Contract Line Item No. (CLIN)	Item Description	Price Per Unit	Estimated Quantity	Total Estimated Price
CLIN 0001	Human Resources/Data Technician	\$_____ per Hour	4	\$_____
Grand Total for B.3.3				\$_____

## SECTION C: SPECIFICATIONS/WORK STATEMENT

### C.1 SCOPE:

The Board has a need for up to four (4) temporary Human Resources/Data Technicians for the Data Reclamation project. These positions will work at various DCRB of Columbia agencies.

The primary purpose of this position is to perform duties involved in the collection, interpretation, documentation, and input of human resource and employment data in support of assigned project tasks. Additionally, this position may assist in the development and/or extrapolation of data through observation, interviews and analysis of human resource and employment records.

Incumbent works under the general supervision of the Project Manager who coordinates assignments in terms of scope and objectives. The incumbent carries out the assignment(s), both independently and within the framework of a team, given predefined and established protocols while exhibiting initiative, judgment and resourcefulness. Keeps Project Manager informed of progress and of potentially controversial matters that may require changes in approach. Completed work is reviewed from an overall performance perspective in terms of timeliness, accuracy and effectiveness in meeting requirements and/or expected results. Bidders must provide a resume of all potential candidates for these positions detailing conformance with required skills, qualifications, education and preferred skills (if applicable).

### C.2 REQUIREMENTS

**C.2.1** In addition to those responsibilities listed above, incumbent may perform the following duties:

- Interprets documentation found in hard copy and electronic personnel files
- Analyzes human resource and employment data to recognize trends and draw conclusions
- Assists in the digitization of paper based employment records as applicable

- d) Interacts with various staff levels on matters regarding data collection and/or entry
- e) Coordinates and/or participates in the entering of data in databases or HRIS systems
- f) Maintains accurate records and documentation of data processed
- g) Submits weekly status reports summarizing activities completed
- h) Recommends new methods for collection and documentation of data if applicable
- i) Assists in the preparation of reports and analysis on identified trends in the data sets
- j) Reviews discrepancies in data received, and requests clarification
- k) Performs data verification routines as instructed
- l) Performs other work duties incidental to the work contained herein

## **C.2.2 QUALIFICATIONS AND EDUCATION REQUIREMENTS**

Minimum of three years of human resource and analytical experience in the areas of retirement, benefits, compensation, HRIS or any function in human resources that is responsible for the maintenance of employment history. A high school diploma with 3 years of specialized experience in Human Resources combined with Business Analysis/Administration utilizing Information technology systems or related field that demonstrates ability to perform duties.

Bachelor's Degree in Human Resources/Human Capital, Business Administration Information Technology, Engineering, Math, Statistics, or related field is preferred.

### **C.2.2.1 REQUIRED SKILLS:**

- a) Proficient in the utilization of spreadsheets
- b) Ability to utilize Microsoft Office
- c) Ability to analyze employment records and resolve data discrepancies
- d) Ability to interpret records to extract the necessary information
- e) Attention to detail
- f) Ability to clearly document and/or follow-up on all assigned tasks
- g) Intermediate math skills including calculations using fractions, percent or ratios
- h) Ability to understand complex, multi-step written and/or oral instructions
- i) Ability to work with data of varied types and formats
- j) Demonstrated problem solving skills
- k) Excellent interpersonal and communication (written and verbal) skills
- l) Ability to spot trends in electronic and paper forms

#### **C.2.2.2PREFERRED SKILLS:**

- a) Familiarity with Federal and/or DCRB of Columbia forms and employment records
- b) Experience working in a Human Resources Department Environment
- c) Experience working in a PMO environment
- d) Understanding of data analytics
- e) Understanding of simple databases
- f) Demonstrated ability to use deductive logic in solving data issues

### **SECTION D: PERIOD OF PERFORMANCE AND DELIVERABLES**

#### **D.1 TERM OF CONTRACT**

The term of the contract shall be for a period of 180 days from date of award specified on the cover page of this contract.

#### **D.2 OPTION TO EXTEND THE TERM OF THE CONTRACT**

**D.2.1** The Board may extend the term of this contract for a period of two (2) 180 day option periods, or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the Board will give the Contractor preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the DCRB to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract.

**D.2.2** If the Board exercises this option, the extended contract shall be considered to include this option provision.

**D.2.3** The price for the option period(s) shall be as specified in the Section B of the contract.

**D.2.4** The total duration of this contract, including the exercise of any options under this clause, shall not exceed 540 calendar days.

### **SECTION E: CONTRACT ADMINISTRATION**

#### **E.1 INVOICE PAYMENT**

**E.1.1** The Board will make payments to the Contractor, upon the submission of proper invoices, at the prices stipulated in this contract, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances or adjustments provided for in this contract.

**E.1.2** The Board will pay the Contractor on or before the 30<sup>th</sup> day after receiving a proper invoice from the Contractor.

## **E.2 INVOICE SUBMITTAL**

**E.2.1** The Contractor shall submit proper invoices on a monthly basis or as otherwise specified in Section G.4. Invoices shall be prepared in duplicate and submitted to the agency Chief Financial Officer with concurrent copies to the Contract Officer's Technical Representative (COTR) specified in Section E.5 below. The address of the CFO is:

District of Columbia Retirement Board  
Attn: Bonnie Rivers, Financial Specialist  
900 7<sup>th</sup> Street, NW, 2<sup>nd</sup> Floor  
Washington, DC 20001  
(202) 343-3200

**E.2.2** To constitute a proper invoice, the Contractor shall submit the following information on the invoice:

- E.2.2.1** Contractor's name, federal tax ID and invoice date (date invoices as of the date of mailing or transmittal);
- E.2.2.2** Contract number and invoice number;
- E.2.2.3** Description, price, quantity and the date(s) that the supplies or services were delivered or performed;
- E.2.2.4** Other supporting documentation or information, as required by the Contracting Officer;
- E.2.2.5** Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;
- E.2.2.6** Name, title, phone number of person preparing the invoice;
- E.2.2.7** Name, title, phone number and mailing address of person to be notified in the event of a defective invoice; and
- E.2.2.8** Authorized signature.

### **E.3 CONTRACTING OFFICER (CO)**

Contracts will be entered into and signed on behalf of the Board only by contracting officers. The contact information for the Contracting Officer is:

Eric O. Stanchfield  
Executive Director and Chief Contracting Officer  
DCRB of Columbia Retirement Board  
900 7<sup>th</sup> Street, NW, 2<sup>nd</sup> Floor  
Washington, DC 20001  
(202) 343-3200

### **E.4 AUTHORIZED CHANGES BY THE CONTRACTING OFFICER**

- E.4.1** The CO is the only person authorized to approve changes in any of the requirements of this contract.
- E.4.2** The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the CO.
- E.4.3** In the event the Contractor effects any change at the instruction or request of any person other than the CO, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

### **E.5 CONTRACT OFFICER'S TECHNICAL REPRESENTATIVE (COTR)**

- E.5.1** The COTR is responsible for general administration of the contract and advising the CO as to the Contractor's compliance or noncompliance with the contract. The COTR has the responsibility of ensuring the work conforms to the requirements of the contract and such other responsibilities and authorities as may be specified in the contract. These include:
  - E.5.1.1** Keeping the CO fully informed of any technical or contractual difficulties encountered during the performance period and advising the CO of any potential problem areas under the contract;
  - E.5.1.2** Coordinating site entry for Contractor personnel, if applicable;
  - E.5.1.3** Reviewing invoices for completed work and recommending approval by the CO if the Contractor's prices and costs are consistent with the contractual amounts and progress is satisfactory and commensurate with the rate of expenditure;
  - E.5.1.4** Reviewing and approving invoices for deliverables to ensure receipt of goods and services. This includes the timely processing of invoices and vouchers in accordance with the DCRB's payment provisions; and

**E.5.1.5** Maintaining a file that includes all contract correspondence, modifications, records of inspections (site, data, equipment) and invoice or vouchers.

**E.5.2** The address and telephone number of the COTR is:

Peter Dewar  
Director, Information Technology  
DCRB of Columbia Retirement Board  
900 7<sup>th</sup> Street, NW, 2<sup>nd</sup> Floor  
Washington, DC 20001  
(202) 343-3200

**E.5.3** The COTR shall NOT have the authority to:

1. Award, agree to, or sign any contract, delivery order or task order. Only the CO shall make contractual agreements, commitments or modifications;
2. Grant deviations from or waive any of the terms and conditions of the contract;
3. Increase the dollar limit of the contract or authorize work beyond the dollar limit of the contract,
4. Authorize the expenditure of funds by the Contractor;
5. Change the period of performance; or
6. Authorize the use of Board property, except as specified under the contract.

**E.5.4** The Contractor will be fully responsible for any changes not authorized in advance, in writing, by the CO; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the Board, to take all corrective action necessitated by reason of the unauthorized changes.

## **SECTION F: SPECIAL REQUIREMENTS**

### **F.1 FREEDOM OF INFORMATION ACT**

The DCRB of Columbia Freedom of Information Act, at D.C. Official Code §2-532 (a-3), requires the DCRB to make available for inspection and copying any record produced or collected pursuant to a DCRB contract with a private contractor to perform a public function, to the same extent as if the record were maintained by the agency on whose behalf the contract is made. If the Contractor receives a request for such information, the Contractor shall immediately send the request to the COTR who will provide the request to the FOIA Officer for the agency with programmatic responsibility in accordance with the D.C. Freedom of Information Act. If the agency with programmatic responsibility receives a request for a record maintained by the Contractor pursuant to the contract, the COTR will forward a copy to the Contractor. In either event, the Contractor is required by law to provide all responsive records to the COTR within the timeframe designated by the COTR. The FOIA Officer for the agency with programmatic responsibility will determine the releasability of the records. The DCRB will reimburse the Contractor for the costs of searching and copying the records in accordance with D.C. Official Code §2-532 and Chapter 4 of Title 1 of the *D.C. Municipal Regulations*.

## **F.2 DCRB RESPONSIBILITIES**

The Board will provide the Contractor with office space, furnishing, supplies, and a telephone at its onsite or satellite offices.

The Board will provide complete systems and products documentation, to the successful Contractor after contract award. The Board will provide appropriate access to applications and systems to the Contractor's staff working on the applications and systems in accordance with IT security procedures

## **F.3 SECURITY AND BACKGROUND CHECKS**

Due to the sensitive nature of the information and system that the Bidder's staff will be supporting, a background check shall be performed on all key personnel and employees who are assigned to work on this contract. The Bidder shall not assign anyone to work on this contract and shall immediately remove from work on this contract anyone who has been convicted within the past seven years of fraud or any felony or who is currently under an arrest warrant. Any exception to this policy must be approved in writing by the Contracting Officer.

The background check must be returned in a favorable status prior to the Bidder commencing work on the contract. The cost of the background check will be paid directly by the Bidder. The Bidder must submit the results of the background check in a sealed un-opened envelope to the Board within thirty (30) days of the results are received by the Bidder. The current cost of the background check is \$35 per each applicant.

In addition to the aforementioned requirement, the Bidder and all key personnel must execute a confidentiality statement.

## **F.4 INSURANCE**

- A. **GENERAL REQUIREMENTS.** The Contractor shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall have its insurance broker or insurance company submit a Certificate of Insurance to the CO giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the CO. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A-VIII or higher. The Contractor shall require all of its subcontractors to carry the same insurance required herein. The Contractor shall ensure that all policies provide that the CO shall be given thirty (30) days prior written notice in the event the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. The Contractor shall provide the CO with ten (10) days prior written notice in the event of non-payment of premium.



1. Commercial General Liability Insurance. The Contractor shall provide evidence satisfactory to the CO with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate; Bodily Injury and Property Damage including, but not limited to: premises-operations; broad form property damage; Products and Completed Operations; Personal and Advertising Injury; contractual liability and independent contractors. The policy coverage shall include the DCRB of Columbia as an additional insured, shall be primary and non-contributory with any other insurance maintained by the DCRB of Columbia, and shall contain a waiver of subrogation. The Contractor shall maintain Completed Operations coverage for five (5) years following final acceptance of the work performed under this contract.
  3. Workers' Compensation Insurance. The Contractor shall provide Workers' Compensation insurance in accordance with the statutory mandates of the DCRB of Columbia or the jurisdiction in which the contract is performed.
  4. Employer's Liability Insurance. The Contractor shall provide employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.
- B. DURATION. The Contractor shall carry all required insurance until all contract work is accepted by the Board, and shall carry the required General Liability; any required Professional Liability; and any required Employment Practices Liability insurance for five (5) years following final acceptance of the work performed under this contract.
- C. LIABILITY. These are the required minimum insurance requirements established by the DCRB of Columbia. **HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE WILL NOT IN ANY WAY LIMIT THE CONTRACTOR'S LIABILITY UNDER THIS CONTRACT.**
- D. CONTRACTOR'S PROPERTY. Contractor and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the DCRB of Columbia.
- E. MEASURE OF PAYMENT. The Board shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance and bonds in the contract price.
- F. NOTIFICATION. The Contractor shall immediately provide the CO with written notice in the event that its insurance coverage has or will be substantially changed, canceled or not renewed, and provide an updated certificate of insurance to the CO.

- G. CERTIFICATES OF INSURANCE. The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Evidence of insurance shall be submitted to:

Yolanda Smith  
Contract Specialist  
District of Columbia Retirement Board  
900 7<sup>th</sup> Street, NW, 2<sup>nd</sup> Floor  
Washington, DC 20001  
(202) 343-3200

- H. DISCLOSURE OF INFORMATION. The Contractor agrees that the DCRB may disclose the name and contact information of its insurers to any third party which presents a claim against the Board for any damages or claims resulting from or arising out of work performed by the Contractor, its agents, employees, servants or subcontractors in the performance of this contract.

## **SECTION G: INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS**

### **G.1 METHOD OF AWARD**

- G.1.1** The Board reserves the right to accept/reject any/all bids resulting from this solicitation. The Contracting Officer may reject all bids or waive any minor informality or irregularity in bids received whenever it is determined that such action is in the best interest of the Board. Based on resumes provided the Board reserves the right to interview perspective candidates to determine if the potential candidate possesses requirements in accordance with section C of the solicitation. In addition, the Board reserves the right to test candidate's knowledge, skills and abilities in accordance with the requirements in section C of the solicitation.
- G.1.2** The Board intends to award a single contract resulting from this solicitation to the responsive and responsible bidder who has the lowest bid.

### **G.2 PREPARATION AND SUBMISSION OF BIDS**

- G.2.1** One original and one (1) copy of the written bid shall be submitted. Bids shall be typewritten in 12 point font size on 8.5" by 11" bond paper. In addition, bids shall be submitted electronically via USB thumb drive. Telephonic, telegraphic, and facsimile proposals will not be accepted. Each proposal shall be submitted in a sealed envelope conspicuously marked: "Bid in Response to Solicitation No. DCRB-13-016 – Human Resources/Data Technicians for the Data Reclamation Project".
- G.2.2** All electronic attachments shall be submitted as a .pdf file. The Board will not be responsible for corruption of any file submitted. If the submitted file cannot be viewed and printed as submitted, it will not be considered. **Please note that each attachment is limited to a maximum size of 25 MB.**

- G.2.2** The Board may reject as non-responsive any bid that fails to conform in any material respect to the IFB.
- G.2.3** The Board may also reject as non-responsive any bids submitted on forms not included in or required by the solicitation. Bidders shall make no changes to the requirements set forth in the solicitation.
- G.2.4** The bidder must bid on all CLINs to be considered for this award. Failure to bid on all CLINs will render the bid non-responsive and disqualify a bid.
- G.2.5** The bidders shall complete, sign and submit all Representations, Certifications and Acknowledgments as appropriate. Failure to do so may result in a bid rejection.

### **G.3 FAMILIARIZATION WITH CONDITIONS**

Bidders shall thoroughly familiarize themselves with the terms and conditions of this solicitation, acquainting themselves with all available information regarding difficulties which may be encountered and the conditions under which the work is to be accomplished. Bidders will not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required herein due to their failure to investigate the conditions or to become acquainted with all information, schedules and liability concerning the services to be performed.

### **G.4 BID SUBMISSION DATE AND TIME**

Bids must be no later than the closing date and time. Late bids, modifications to bids, or requests for withdrawals after the closing date and time will not be allowed.

### **G.5 WITHDRAWAL OR MODIFICATION OF BIDS**

A bidder may modify or withdraw its bid at any time before the closing date and time for receipt of bids.

### **G.6 LATE SUBMISSIONS, LATE MODIFICATIONS, AND LATE WITHDRAWALS**

#### **G.6.1 Late Submissions**

The Board will not accept late bids or modifications to bids after the closing date and time for receipt of bids.

#### **G.6.2 Late Modifications**

A late modification of a successful bid which makes its terms more favorable to the Board will be considered at any time it is received and may be accepted.

## **G.7 ERRORS IN BIDS**

Bidders are expected to read and understand fully all information and requirements contained in the solicitation; failure to do so will be at the bidder's risk. In event of a discrepancy between the unit price and the total price, the unit price shall govern.

## **G.8 QUESTIONS ABOUT THE SOLICITATION**

If a prospective bidder has any questions relative to this solicitation, the prospective bidder shall submit the question electronically via email to [Yolanda.smith@dc.gov](mailto:Yolanda.smith@dc.gov). The prospective bidder should submit questions no later than **2:00 pm (EST) on Friday March 22, 2013**. The Board may not consider any questions received after 2:00 pm (EST) on Wednesday March 20, 2013. An amendment to the solicitation will be issued if the CO decides that information is necessary in submitting bids, or if the lack of it would be prejudicial to any prospective bidder. Oral explanations or instructions given by Board officials before the award of the contract will not be binding.

## **G.9 BID PROTESTS**

Any actual or prospective offeror or contractor, who is aggrieved in connection with the solicitation or award of a contract, must file with the Contracting Officer a protest no later than five (5) business days after the basis of protest is known or should have been known, whichever is earlier. A protest based on alleged improprieties in a solicitation which are apparent at the time set for receipt of initial proposals shall be filed with the Contracting Officer prior to the time set for receipt of initial proposals. In procurements in which proposals are requested, alleged improprieties which do not exist in the initial solicitation, but which are subsequently incorporated into the solicitation, must be protested no later than the next closing time for receipt of proposals following the incorporation. The protest shall be filed in writing. The Contracting Officer shall issue a Final Decision with regard to the protest. An appeal of the Contracting Officer's Final Decision shall be filed only in The Superior Court of the District of Columbia.

## **G.10 ACKNOWLEDGMENT OF AMENDMENTS**

The bidder shall acknowledge receipt of any amendment to this solicitation. The Board must receive the acknowledgment by the date and time specified for receipt of bids. A bidder's failure to acknowledge an amendment may result in rejection of its bid.

## **G.11 BIDS WITH OPTION PERIODS**

The bidder shall include option year prices in its bid. A bid may be determined to be nonresponsive if it does not include option year pricing.

## **G.12 LEGAL STATUS OF BIDDER**

Each bid must provide the following information:

- G.12.1** Name, address, telephone number and federal tax identification number of bidder;
- G.12.2** A copy of each District of Columbia license, registration or certification that the bidder is required by law to obtain. This mandate also requires the bidder to provide a copy of the executed "Clean Hands Certification" that is referenced in D.C. Official Code §47-2862, if the bidder is required by law to make such certification. If the bidder is a corporation or partnership and does not provide a copy of its license, registration or certification to transact business in the District of Columbia, the bid shall certify its intent to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements; and
- G.12.3** If the bidder is a partnership or joint venture, the names and addresses of the general partners or individual members of the joint venture, and copies of any joint venture or teaming agreements.

## **G.13 BID OPENING**

The Board shall make publicly available, upon request, the name of each bidder, the bid price, and other information that is deemed appropriate.

## **G.14 CERTIFICATES OF INSURANCE**

Prior to commencing work, the Contractor shall have its insurance broker or insurance company submit certificates of insurance giving evidence of the required coverages as specified in Section I.8 to:

Yolanda Smith, Contracting Specialist  
900 7<sup>th</sup> Street NW 2<sup>nd</sup> Floor  
Washington, DC 20001  
(202) 343-3200/Yolanda.Smith@dc.gov

## **G.15 GENERAL STANDARDS OF RESPONSIBILITY**

The prospective contractor must demonstrate to the satisfaction of the Board its capability in all respects to perform fully the contract requirements; therefore, the prospective contractor must submit relevant documentation within five (5) days of the request by the Board.

**G.15.1** To be determined responsible, a prospective contractor must demonstrate that it:

- (a) Has adequate financial resources, or the ability to obtain such resources, required to perform the contract;

- (b) Is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments;
- (c) Has a satisfactory performance record;
- (d) Has a satisfactory record of integrity and business ethics;
- (e) Has a satisfactory record of compliance with the applicable District licensing and tax laws and regulations;
- (f) Has a satisfactory record of compliance with labor and civil rights laws and rules, and the First Source Employment Agreement Act of 1984, as amended, D.C. Official Code §2-219.01 *et seq.*;
- (g) Has, or has the ability to obtain, the necessary organization, experience, accounting, and operational control, and technical skills;
- (h) Has, or has the ability to obtain, the necessary production, construction, technical equipment, and facilities;
- (i) Has not exhibited a pattern of overcharging the District of Columbia;
- (j) Does not have an outstanding debt with the District or the federal government in a delinquent status; and
- (k) Is otherwise qualified and is eligible to receive an award under applicable laws and regulations.

**G.15.2** If the prospective contractor fails to supply the information requested, the CO shall make the determination of responsibility or non-responsibility based upon available information. If the available information is insufficient to make a determination of responsibility, the CO shall determine the prospective contractor to be non-responsible.

## **SECTION H: EVALUATION FACTORS**

### **H.1. Preferences for Certified Business Enterprises**

Under the provisions of the “Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005”, as amended, D.C. Official Code § 2-218.01 *et seq.* (the Act), the DCRB shall apply preferences in evaluating bids from businesses that are small, local, disadvantaged, resident-owned, longtime resident, veteran-owned, local manufacturing, or local with a principal office located in an enterprise zone of the District of Columbia.

### **H.1.1. Application of Preferences**

For evaluation purposes, the allowable preferences under the Act shall be applicable to prime contractors as follows:

- H.1.1.1** Any prime contractor that is a small business enterprise (SBE) certified by the Department of Small and Local Business Development (DSLBD) will receive a three percent (3%) reduction in the bid price for a bid submitted by the SBE in response to this Invitation for Bids (IFB).
- H.1.1.2** Any prime contractor that is a resident-owned business (ROB) certified by DSLBD will receive a five percent (5%) reduction in the bid price for a bid submitted by the ROB in response to this IFB.
- H.1.1.3** Any prime contractor that is a longtime resident business (LRB) certified by DSLBD will receive a five percent (5%) reduction in the bid price for a bid submitted by the LRB in response to this IFB.
- H.1.1.4** Any prime contractor that is a local business enterprise (LBE) certified by DSLBD will receive a two percent (2%) reduction in the bid price for a bid submitted by the LBE in response to this IFB.
- H.1.1.5** Any prime contractor that is a local business enterprise with its principal offices located in an enterprise zone (DZE) certified by DSLBD will receive a two percent (2%) reduction in the bid price for a bid submitted by the DZE in response to this IFB.
- H.1.1.6** Any prime contractor that is a disadvantaged business enterprise (DBE) certified by DSLBD will receive a two percent (2%) reduction in the bid price for a bid submitted by the DBE in response to this IFB.
- H.1.1.7** Any prime contractor that is a veteran-owned business (VOB) certified by DSLBD will receive a two percent (2%) reduction in the bid price for a bid submitted by the VOB in response to this IFB.
- H.1.1.8** Any prime contractor that is a local manufacturing business enterprise (LMBE) certified by DSLBD will receive a two percent (2%) reduction in the bid price for a bid submitted by the LMBE in response to this IFB.

### **H.1.2 Maximum Preference Awarded**

Notwithstanding the availability of the preceding preferences, the maximum total preference to which a certified business enterprise is entitled under the Act is twelve per cent (12%) for bids submitted in response to this IFB. There will be no preference awarded for subcontracting by the prime contractor with certified business enterprises.

### **H.1.3 Preferences for Certified Joint Ventures**

When DSLBD certifies a joint venture, the certified joint venture will receive preferences as a prime contractor for categories in which the joint venture and the certified joint venture partner are certified, subject to the maximum preference limitation set forth in the preceding paragraph.

### **H.1.4 Verification of Bidder's Certification as a Certified Business Enterprise**

**H.1.4.1** Any vendor seeking to receive preferences on this solicitation must be certified at the time of submission of its bid. The CO will verify the bidder's certification with DSLBD, and the bidder should not submit with its bid any documentation regarding its certification as a certified business enterprise.

**H.1.4.2** Any vendor seeking certification or provisional certification in order to receive preferences under this solicitation should contact the:

Department of Small and Local Business Development  
ATTN: CBE Certification Program  
441 Fourth Street, NW, Suite 970N  
Washington DC 20001

**H.1.4.3** All vendors are encouraged to contact DSLBD at (202) 727-3900 if additional information is required on certification procedures and requirements.

## **H.2 EVALUATION OF OPTION PERIODS**

The Board will evaluate bids for award purposes by evaluating the total price for all options as well as the base period. Evaluation of options shall not obligate the Board to exercise them. The total Board's requirements may change during the option years. Quantities to be awarded will be determined at the time each option is exercised.